

New Feature: Quick Add of Competency (Note: this new feature is also available in the Position Tab for Managers.)

As a manager, if you see the **NO** is an individual's portfolio, it means that a change to the incumbent's position has changes and the individual needs to add that competency to their portfolio.

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# NASA Competency Management System

Monday, April 18, 2005

HOME **Employees** Positions Search Reports Feedback

Logoff System ? HELP Group Edit by OrgCode | Single Edit by Employee | PBMA KR | SUSAN E GENTILE

Filter: HS20000000 Change List employees: GENTILE, SUSAN HS20 Competencies Skills & Experien

## GENTILE, SUSAN

MS04F34 : STRATEGIC WRKFRCE PLNG ANALYST

POSITION		EMPLOYEE	LIST OF COMPETENCIES				
Pri	Rqd	has Competency?	Competency	Position Level	Employee Level	Validation Method	Validation Date
<input type="radio"/>	<input checked="" type="checkbox"/>	yes	<a href="#">(0119) Budgeting Management</a>	0	1	Self Validated	4/1/2005
<input type="radio"/>	<input checked="" type="checkbox"/>	no	<a href="#">(0128) Human Capital Management</a>	1	* note	n/a	n/a
<input type="radio"/>	<input checked="" type="checkbox"/>	yes	<a href="#">(0131) Business IT Systems</a>	2	2	Self Validated	12/9/2003
<input type="radio"/>	<input type="checkbox"/>	yes	<a href="#">(0137) Education Programs and Technol</a>		3	Self Validated	3/9/2005
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	yes	<a href="#">(0147) Program/Project Analysis</a>	2	3	Self Validated	1/7/2004

Adjust Position Rqmts Adjust Tier Levels

\* note this competency is required for the position, but is not listed as part of the employee's suite of competencies

Internet

When the individual logs into their portfolio they will see the message “Below are competencies that are required ...”) this is their message to add the competency to the competency. The new feature allows them to enter the Competency ID and click “Add Competency” to add the competency to their portfolio instead of having to search through the entire Dictionary.

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**NASA Competency Management System** Monday, April 18, 2005

HOME **My Portfolio** Feedback Search

Logoff System ? HELP Competencies | Skills | Experience | Training | Position History | PBMA KR | Download Dictionary | SUSAN E GENTILE

**GENTILE, SUSAN** MS04F34 : STRATEGIC WRKFRCE PLNG ANALYST

Remove	Pos?*1	Competency <a href="#">show details</a>	Tier Level *2	Find Others	Learn More
<input type="checkbox"/>	rqd level 0	<a href="#">(0119) Budgeting Management</a>	1	<a href="#">BUDGETMMT</a>	<a href="#">insideNASA</a>
<input type="checkbox"/>	rqd level 2	<a href="#">(0131) Business IT Systems</a>	2	<a href="#">BITSYS</a>	<a href="#">insideNASA</a>
<input type="checkbox"/>		<a href="#">(0137) Education Programs and Technologies</a>	3	<a href="#">EDTECH</a>	<a href="#">insideNASA</a>
<input type="checkbox"/>	pri level 2	<a href="#">(0147) Program/Project Analysis</a>	3	<a href="#">PROJANALYSIS</a>	<a href="#">insideNASA</a>

Below are competencies that are required for your position, but not listed in your personal portfolio.

<input type="checkbox"/>	rqd level 1	<a href="#">(0128) Human Capital Management</a>	n/a	<a href="#">HUMCAPMMT</a>	<a href="#">NASA People</a>
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Delete Change Tier

Enter the Competency ID Number to add to your portfolio

OR, [Click here to VIEW the entire dictionary and select the competencies to ADD to your portfolio](#)

\*1 note: The column indicates which competencies are required for the job position.  
 'pri' - This competency is identified as the primary competency. It is used during initial analysis for workforce planning purposes. It is intended to best represent the main body of knowledge that is utilized by an individual in this position for the majority of the work/projects for a specified period of time.  
 'rqd' - This competency has been identified as one of the key knowledge areas required for this job position.

\*2 note: The tier level represents an abstract measurement of an individual's depth of applied knowledge for a selected competency.

Internet

The next screen will notify them that the competency has been added.

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HOME **My Portfolio** Feedback Search

Logoff System ? HELP Competencies | Skills | Experience | Training | Position History | PBMA KR | Download Dictionary | SUSAN E GENTILE

**GENTILE, SUSAN** MS04F34 : STRATEGIC WRKFRCE PLNG ANALYST

Remove	Pos?*1	Competency <a href="#">+ show details</a>	Tier Level *2	Find Others	Learn More
<input type="checkbox"/>	rqd level 0	<a href="#">(0119) Budgeting Management</a>	1	<a href="#">BUDGETMMT</a>	<a href="#">insideNASA</a>
<input type="checkbox"/>	rqd level 1	<a href="#">(0128) Human Capital Management</a>	0	<a href="#">HUMCAPMMT</a>	<a href="#">NASA People</a>
<input type="checkbox"/>	rqd level 2	<a href="#">(0131) Business IT Systems</a>	2	<a href="#">BITSYS</a>	<a href="#">insideNASA</a>
<input type="checkbox"/>		<a href="#">(0137) Education Programs and Technologies</a>	3	<a href="#">EDTECH</a>	<a href="#">insideNASA</a>
<input type="checkbox"/>	pri level 2	<a href="#">(0147) Program/Project Analysis</a>	3	<a href="#">PROJANALYSIS</a>	<a href="#">insideNASA</a>

Delete Change Tier

Enter the Competency ID Number to add to your portfolio

The competency was successfully added to your portfolio

OR, [Click here to VIEW the entire dictionary and select the competencies to ADD to your portfolio](#)

\*1 note: The column indicates which competencies are required for the job position.  
 'pri' - This competency is identified as the primary competency. It is used during initial analysis for workforce planning purposes. It is intended to best represent the main body of knowledge that is utilized by an individual in this position for the majority of the work/projects for a specified period of time.  
 'rqd' - This competency has been identified as one of the key knowledge areas required for this job position.

Done Internet

Updated Feature: CMS Feedback

The feed back feature has been updated in both the managers and employees screens. This feature allows you to submit questions, view past comments and submit changes to the Dictionary.

Example: View past comments:

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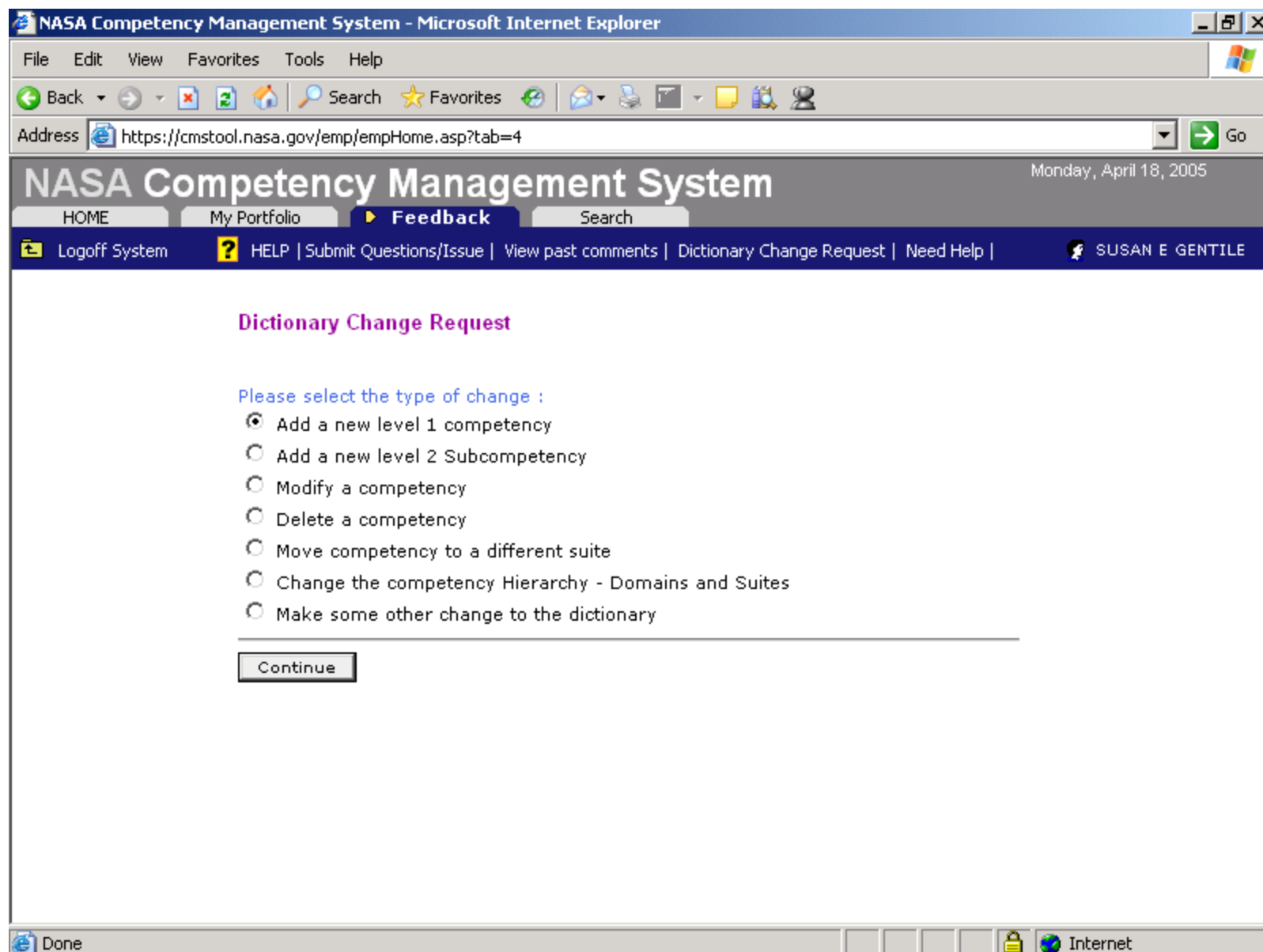
HOME My Portfolio **Feedback** Search

Logoff System ? HELP | Submit Questions/Issue | View past comments | Dictionary Change Request | Need Help | SUSAN E GENTILE

## CMS FEEDBACK

CST#	Date Submitted	Comment	Last Response	Status	Archive?
<a href="#">010</a>	08/28/2003	Need to have the ability to search on primary competency not all instances.		open	

Example: Dictionary Change Request



## Dictionary Changes Request: Screen Two

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# NASA Competency Management System

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HOME My Portfolio **Feedback** Search

Logoff System ? HELP | Submit Questions/Issue | View past comments | Dictionary Change Request | Need Help | SUSAN E GENTILE

## Dictionary Change Request

You are requesting to add a new level 1 competency

[Show guidelines](#)

New Competency Title :

New Competency Definition :

Please select the suite where the competency belongs :

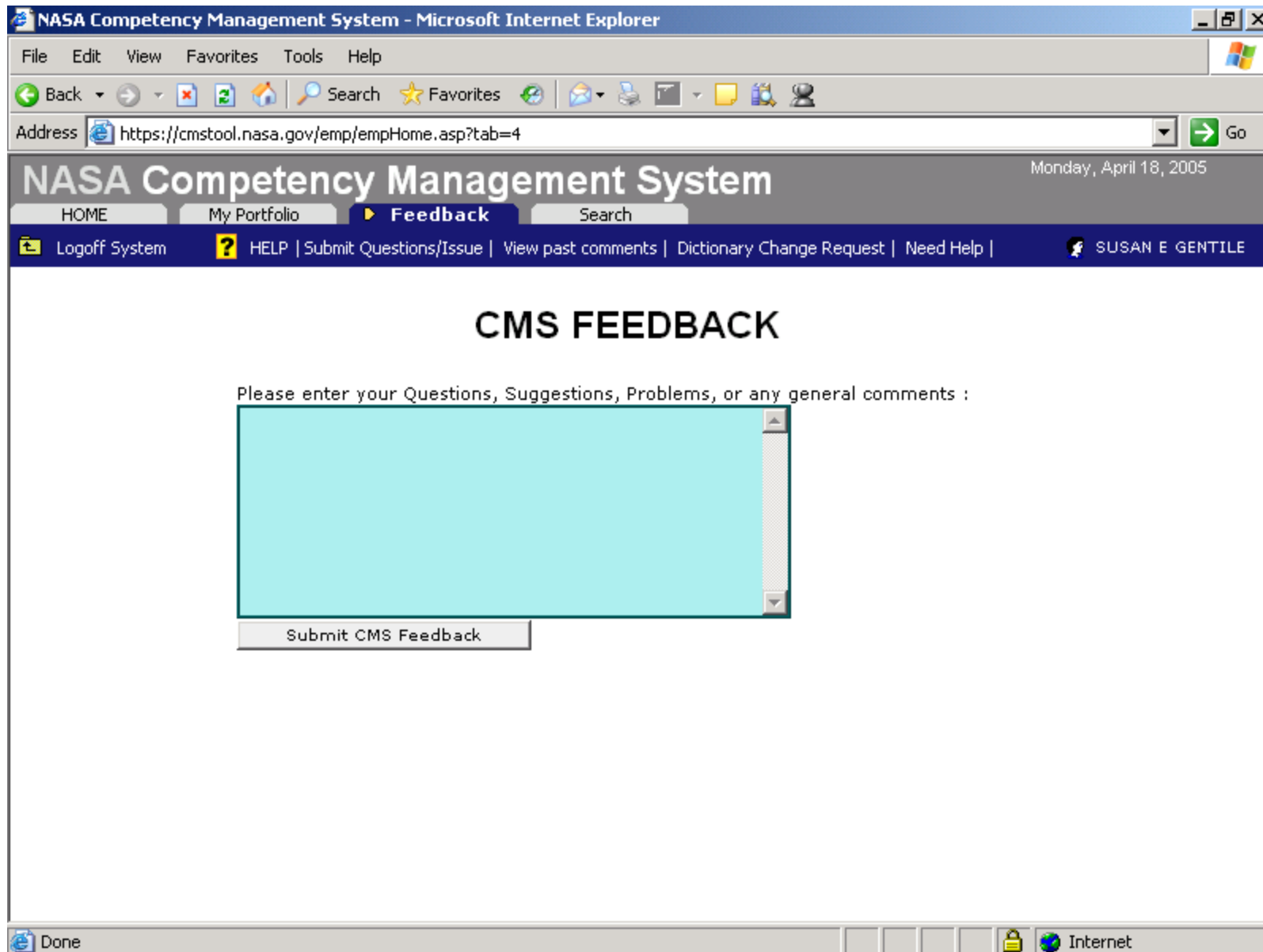
1.1 Business Operations Competency Suite

Any additional notes on adding the new level 1 competency (optional) :

Rationale :

Done Internet

Example: CMS Feedback for Questions/Issues



The update to this feature allow the System Administrator to Electronically view and tracks Tickets and Respond to the Individual or elevate it to the HQ System Administrator.

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# NASA Competency Management System

Monday, April 18, 2005

HOME User Accounts Data Mgmt **Customer Support** Reports

Logoff System | Ticket#  View Ticket | Submit New Ticket | Customer Tickets | SUSAN E GENTILE

## CMS FEEDBACK

**Customer Support Ticket #010** Status: open

Ticket Support Level 2: Center Issues

Submitted By: susan gentile MSFC/HS20 256 544-5902  
[Susan.E.Gentile@nasa.gov](mailto:Susan.E.Gentile@nasa.gov)

Comments submitted on 08/28/2003

Need to have the ability to search on primary competency not all instances.

Response has not been made yet

Submit Response Close Item Elevate Issue

Done Internet